

**MINUTES OF THE REGULAR MEETING  
OF THE WESTWOOD BOARD OF HEALTH  
HELD MARCH 11, 2015**

Pres. Beckman called the Meeting to order at 7:30 P.M.

President Beckman read the "Open Public Meeting Act" as follows:

In compliance with the "Open Public Meeting Act," P.L. 1975, C 231, the annual notice requirements have been satisfied. The meeting dates for the year were posted on the Borough Web Site on January 15, 2015. A copy of the meeting dates are on file with the Borough Clerk and a notice has been posted on the public bulletin board in the Municipal Complex.

Present: Mrs. Betsy Beckman, Mrs. Donna Bott, Ms. Maria Costello, Mr. Dennis Farrell, Mrs. Sabrina Johnston, Dr. Theresa A. Lardaro (Alternate #1), Mr. Lee Tremble.

Excused  
Absence: Ms. Louise Cue.

Absent: None.

Present: Sharon Blehl-Secretary, Angela Musella-Health Officer.

Excused  
Absence: Christopher Montana-Council Liaison.

Guests: None.

**SALUTE TO THE FLAG**

Ms. Costello led those present in the salute to the flag.

## **PUBLIC FORUM**

Mr. Farrell made a motion to open the floor to the public to discuss any topic; seconded by Mr. Tremble.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Abstained: None. Carried.

There being no public discussion, Mr. Farrell made a motion to close the public forum; seconded by Ms. Costello.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Abstained: None. Carried.

## **ACTIVITIES REPORTS**

### **1) FEBRUARY:**

HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for February, 2015 which are on file and available to the public:

Administrative and Supporting Services  
Animal Control  
Laboratory Services  
Vital Records  
Monies Received  
Environmental Health  
Communicable Disease  
Maternal and Child Health  
Chronic Illness  
Health Education  
Nursing Supervision  
Miscellaneous

a discussion followed.

Mr. Tremble made a motion that the Activities Reports for February, 2015 be approved; seconded by Dr. Lardaro.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None. Carried.

## MINUTES

### 1) FEBRUARY 11, 2015 – REGULAR MEETING

Mr. Farrell made a motion that the Minutes of Regular Meeting held February 11, 2015 be approved; seconded by Ms. Costello.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell, Mrs. Johnston, Mr. Tremble.

Nayes: None.

Abstained: Dr. Lardaro. Carried.

## PURCHASE ORDERS

Bills for February, 2015 in the amount of \$2,373.50 were presented to the Board Members.

Mr. Farrell made a motion that the following be accepted for payment; seconded by Dr. Lardaro.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell, Mrs. Johnston, Dr. Lardaro, Mr. Tremble.

Nayes: None.

Abstained: None.

Bergen/Passaic Registrars' Association Annual Dues – 3 Members	\$ 30.00
Melinda Blehl Rabies Clinic Clerk	70.00
Sharon Blehl Training–Animal Bites 01/09/2015	25.00
Borough of Hillsdale Child Health Clinic Annual Fee	100.00
Lorraine Flannery Rabies Clinic Clerk	70.00
MGL Printing Solutions Pet Licensing Paper –TC42	478.00
MGL Printing Solutions Vital Statistic Binders – MC17	539.00
Dyan Muller, DVM Rabies Clinic Veterinarian	400.00
R.R. Donnelley State Paper–Vital Records – REG–42A & 42B	661.50

Carried.

## **NEW BUSINESS:**

Nothing to report.

## **OLD BUSINESS**

### **1) 2015 BOARD OF HEALTH BUDGET**

**HISTORY:** Ms. Blehl submitted the 2015 Operating Expense Budget request and the 2015 Anticipated Revenue Worksheet to CFO Ayer on December 19, 2014. She met with CFO Ayer on January 16, 2015 and went over each line item. CFO Ayer was satisfied with the Board of Health's budget request and it will be submitted to the Finance Committee as presented.

This item will remain on the agenda until the 2015 Budget is adopted by the Mayor

and Council. A discussion followed.

2) 2015 NORTHWEST BERGEN REGIONAL HEALTH COMMISSION CONTRACT

HISTORY: During the December 10, 2014 Meeting the Board approved the 2015 contract with Northwest Bergen Regional Health Commission (NWRHC) in the amount of \$93,151.34. This represents a 2% increase over the 2014 contract. However, a new fee was added into this year's contract. NWRHC is requesting to charge a plan review fee to prospective food establishment owners. The fee would be paid by the proposed establishment owner directly to NWRHC. The fee structure is based upon square footage and ranges from \$150.00 to \$500.00, this includes a second review. If the plans require a third review the establishment owner would be required to pay an additional initial fee. Due to the Plan Review Fee the Board voted not to approve the contract. Pres. Beckman spoke with Health Officer Musella, after December's Meeting, and explained the Board's decision. Pres. Beckman offered other ideas, to the Health Officer, that NWRHC could initiate instead of charging the plan review fee. Health Officer Musella met with the commission on February 5, 2015 and they decided to remove the Plan Review Fee from all contracts.

A discussion followed.

Mr. Farrell made a motion that the 2015 Northwest Bergen Regional Health Commission Contract in the amount of \$93,151.34 be approved; seconded by Mr. Tremble.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell,  
Mrs. Johnston, Dr. Lardaro, Mr. Tremble.

Nays: None.

Abstained: None.

Carried.

3) MEASLES

Pres. Beckman explained that Health Officer Musella sent out a comprehensive email to all school nurses which contained measles guidance information. Various health related literature promoting education/information on practicing good hygiene/cough etiquette is on the Health Department counter. A discussion followed.

4) FILE OF LIFE

The Police Department is currently operating on a limited temporary budget. Once their budget is approved they will revisit the File of Life pamphlet order and make a

decision at that time. A discussion followed.

## **EMERGENT MATTERS:**

There is nothing to report.

## **ADJOURNMENT**

There being no further business to come before the Board at this time, Mr. Farrell made a motion that the meeting be adjourned; seconded by Mrs. Bott.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Carried.

The meeting adjourned at 8:10 P.M.

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Sharon Blehl  
Secretary

The next meeting will be held Wednesday, April 8, 2015 at 7:30 P.M. in the Municipal Complex.

These Minutes were approved at a meeting of the Board of Health of the Borough of Westwood held on the 8<sup>th</sup> day of April, 2015.